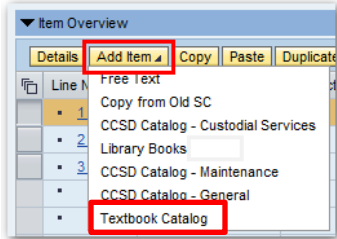


## Adopted Textbook Catalog Help Guide & Helpful Hints

Before you start, work with the teacher and use the Adopted Textbook Buy Guides to get the ISBNs for the textbooks to be ordered. ISBNs are listed in the Buy Guides, which can be found on the Purchasing & Warehousing website: <http://www.ccsd.net/departments/purchasing-warehousing/adopted-textbook-buy-guides>.

### In the CCSD Portal

1. Log on to the CCSD Portal.
2. Create CCSD Shopping Cart.
3. Add Item > Textbook Catalog.



### In the Textbook Catalog

4. Locate the items to be ordered (by ISBN—step 4a. or subject—step 4b.).
  - 4a. Locate the item if you have the ISBN.

Select *School Type*, then click *Advanced Search*.

Fill in the ISBN, then click *View Textbooks*.

Continue to step 5.

## Adopted Textbook Catalog Help Guide & Helpful Hints

4b. Locate the items by subject.

Select *School Type* (Elementary or Secondary)

**Textbook Search**

Shop For: ZOFFICEMGR  
Cost Center: 9310001245  
Storage Location: 0245-MOJAVE HS

[Pending Orders](#)

**Selection Criteria**

School Type (Elem/Sec): \* Elementary  
Subject: \* Elementary  
Course Type: Secondary

Select *Subject*

**Textbook Search**

Shop For: ZOFFICEMGR  
Cost Center: 9310001245  
Storage Location: 0245-MOJAVE HS

[Pending Orders](#)

**Selection Criteria**

School Type (Elem/Sec): \* Elementary  
Subject: \* Select a Subject  
Course Type: Art

**Courses**

Course Code	Course Description
001210	Reading K
00141	Writing K
00161	Language K
01121	Reading 1
011210	Reading 1

Select a course, then click *View Textbooks*

**Courses**

Course Code	Course Description
001210	Reading K
00141	Writing K
00161	Language K
01121	Reading 1
011210	Reading 1

[View Textbooks](#) [Advanced Search](#) [View Cart](#)

## Adopted Textbook Catalog Help Guide & Helpful Hints

5. Add the items to the Textbook shopping cart.

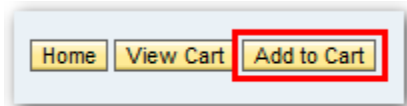
Fill in the **Quantity** of textbooks and the number of **Teachers**. Make sure to enter the correct quantity and number of teachers to receive free supplements (teachers guides, workbooks, etc.). See [Helpful Hints - Supplementary Materials](#) for more information. If you have questions, contact Purchasing, (702) 799-5225.

Textbook List

Subject: Language Arts

Course Code	Course Description	Title	Publisher	Copyright Year	Hard/Soft	Adoption Date	Price	Quantity	Teachers
001210	Reading K	READYGEN K STU PKG W/DIG CRSWARE 7YR	SCO	2016	H	07/01/2016	1099.97	30	1

Click **Add to Cart**.



The Textbook Shopping Cart will be displayed listing the textbook plus any supplements. If you want to add more items to the shopping cart, click Home and return to step 4.

6. Order the shopping cart.

Click **Order**.

Textbook Shopping Cart

Name of Shopping Cart:  Cost Assignment  
Required On:    Cost Center : 931000124  
 WBSElement:   
 Internal Order:

Title/Description	ISBN 13	ISBN 10
READYGEN K STU PKG W/DIG CRSWARE 7YR	9780328895205	

If you get this message, click **Yes**, then click **Order** again.

Exceptions Warning

Some textbooks are in their last two years of adoption. If you want to proceed click yes, then click order again.

Click **Submit**. (This creates a new CCSD shopping cart and orders it.)

Submit Textbook Shopping Cart

Your order will be submitted for administrative approval.  
Orders once submitted cannot be changed.

Click **Continue**.

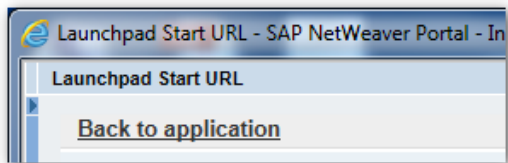
Submit Textbook Shopping Cart

Your order has been submitted.  
Your shopping cart number is 0003222222

## Adopted Textbook Catalog Help Guide & Helpful Hints

- Return to the CCSD shopping cart.

Click [Back to Application](#).



### In the CCSD Portal

- Close the original CCSD shopping cart without saving.

A new shopping cart was created while you were in the Textbook Catalog. The original shopping cart is empty and can be discarded.

**Note:** The new shopping cart cannot be changed (edited).

### Helpful Hints

- In Advanced Search, the wild card character is a percent sign (%), not an asterisk (\*). For example, search for textbooks with the word *read* anywhere in the title:

- See more information about a textbook

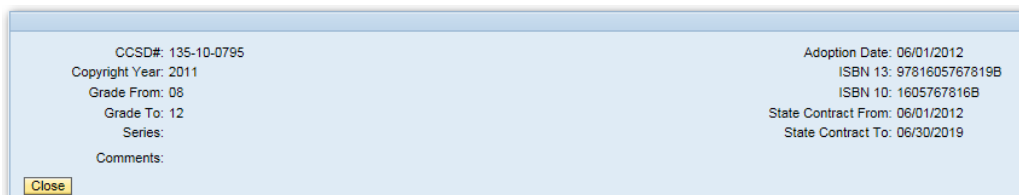
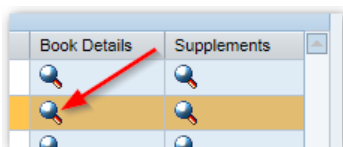
Select textbook (Make sure the desired textbook is highlighted to see correct details or supplements)

Textbook List

Subject: Foreign Language

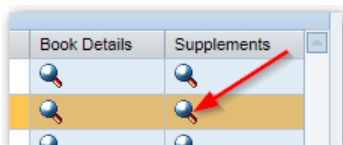
Course	Course Des.	Title	Publisher	Copyright Yr	Hard/Soft	Adoption Date	Price	Quantity	Teachers	Book Details	Supplements
77522	French I	D'Accord Lv 1 Student Ed w/Supersite 3Yr	<a href="#">VIS</a>	2011	H	06/01/2012	76.00				
77544	French II H	D'Accord Lv 2 Student Ed w/Supersite 3Yr	<a href="#">VIS</a>	2011	H	06/01/2012	76.00				
77564	French III H	D'Accord Lv 3 w/Supersite 3Yr (Barcoded)	<a href="#">VIS</a>	2011	H	06/01/2012	78.00				

Click [Book Details](#) icon



- Supplementary Materials

Click the [Supplements](#) icon to display the list of supplements available with the selected textbook.



List information includes whether the supplement is free or not, how many supplements are provided free with the number of textbooks ordered, price if ordered separately from the textbook, etc.

**Note:** The shopping cart will show free items as costing \$.01. The purchase order will show free items as having no cost.

## Adopted Textbook Catalog Help Guide & Helpful Hints

In the example below, Free Ratio indicates

1/30 - 1 item will be provided with every 30 textbooks ordered

7/1 - 1 item will be provided each year with each textbook ordered, for 7 years

1/1 - 1 item will be provided with each textbook ordered

Supplements List						
Subject: Foreign Language Course: 77544-French II H						
Supplements						
Description	Available Free	Free Ratio	Free For	Option Tag	Price	Qu
D'ACCORD LV 2 STUDENT ED W/SUPERSITE 3YR						
D'Accord Lv 2 TE (Barcoded)	Y	1/30	Y		85.00	
D'Accord Lv 2 Cahier D'Exercices	Y	7/1	Y		13.00	
D'Accord Lv 2 Maestro Supersite Passcode	Y	1/1	Y		19.00	

Examples, Ordering textbook if Free Ratio for supplement is 1/30:

Quantity = 29, number of teachers = 1 → no supplement included

Quantity = 30, number of teachers = 1 → receive 1 copy of supplement

Quantity = 90, number of teachers = 1 → receive 3 copies of supplement (even though number of teachers is listed as 1, the number of supplements is calculated from quantity/30 = 3)

The number of teachers is only used if the Free Ratio = 1/T and Free For = T, i.e., one supplement per teacher.

- Textbook Shopping Carts can be held and worked on or ordered later. They are held only in the Pending Order area of the Textbook Catalog. Note: Held Textbook Shopping Carts are not listed in the CCSD Portal.

Hold shopping cart.

**Textbook Shopping Cart**

Name of Shopping Cart:

Required On:

**Hold Order**

Your order has been saved.

Your order no is : 24274

Your shopping cart name is : Textbook-ZOFFICEMGR 06/16/2016 13:43:21

See list of held shopping carts.

**Textbook Search**

Shop For:

Cost Center:

Storage Location:

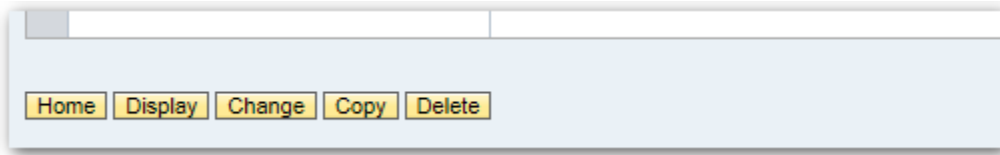
Select the shopping cart.

Pending Orders	
Text Order#	Shopping Cart Name
24274	Textbook-ZOFFICEMGR 06/16/2016 13:43:21

# Adopted Textbook Catalog Help Guide & Helpful Hints

## Helpful Hints (cont.)

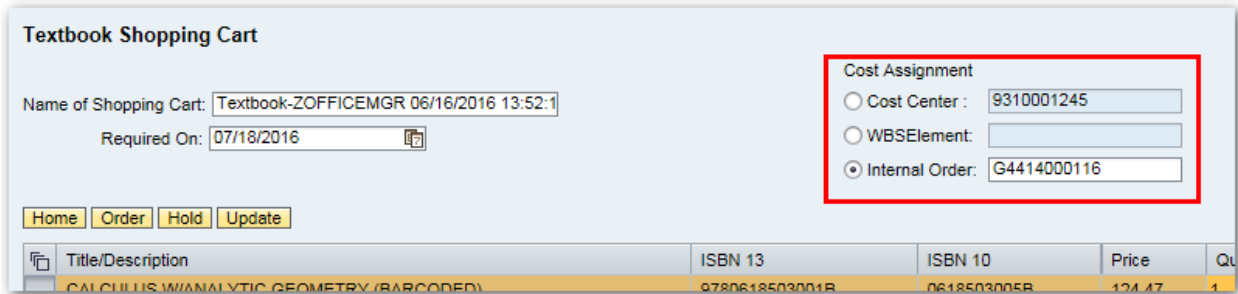
Choose what you want to do with the held shopping cart.



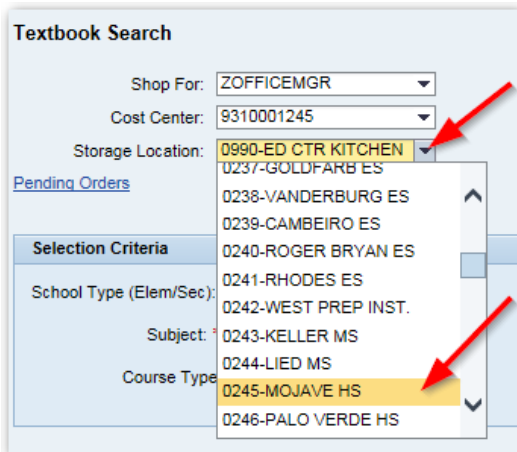
- Changing Cost Assignment information

Choose the **Cost Assignment** type and fill in the Account Assignment number.

You can also change the **Name of Shopping Cart**.

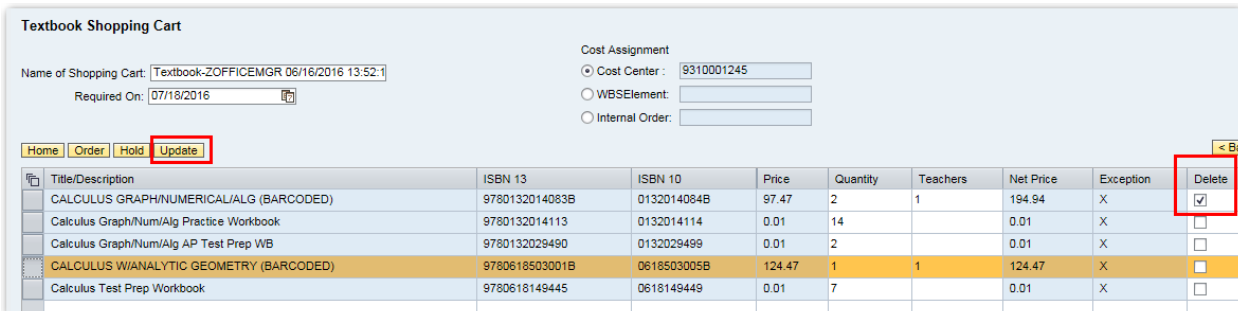


- Change **Storage Location**



- Changing Textbook Shopping Cart – Delete Item

Mark the **Delete** checkbox, then click **Update**.



This will remove the item and its supplementary materials from the shopping cart.

